

**MATERIAL REVIEWED AT CEC HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS**

FILE TITLE/NUMBER/VOLUME: Personnel file:

Thomas B. CASASIN

INCLUSIVE DATES: _____

CUSTODIAL UNIT/LOCATION: _____

ROOM: _____

DELETIONS, IF ANY: Sources and methods

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE.

14-00000

THIS FOLDER CONTAINS ALL
PERTINENT INFORMATION/DOCUMENTS
FROM CASASIA'S (P) PERSONNEL
FOLDER FOR PERIOD 1955-1962.
(IN MID 1962 CASASIN WENT
OVERSEAS.)

23. SERIAL NUMBER	DISCOURAGE PROFILE (PART 2)
DATE OF BIRTH JULY 1921	
24. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST FOUR YEARS	
<p><i>[Large blacked-out area]</i></p> <p><i>[Large blacked-out area]</i></p> <p><i>[Large blacked-out area]</i></p>	
25. SUMMARY OF CAREER PRESENCE OUT	
IN RECENTNESS QUESTIONNAIRE	
26. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL	
<p><u>1. Recognition Information</u>: 1955 from Director, FBI and the FBI for service in connection with Soviet Defectors.</p> <p><u>2. Commendation</u> 1955 from CIA Defector Coordinator for cooperation and competence in the handling of two defectors.</p> <p><u>3. Commendation</u> 1955 from the FBI for high degree of personal competence and devotion to duty.</p> <p><u>4. Letter of Appreciation</u> 1960 for suggestion which proposed revisions of Form 1050.</p> <p><u>5. Appreciation</u> 1958 from Commandant, USAF Command and Staff College for fine lecture.</p>	
27. DATE REVIEWED	28. PROFILE REVIEWED BY
20 APR 1964	WHD

20 Apr 1964 | 30th

PROFILE

R. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? N/A

PORT OF ENTRY? _____ ON PASSPORT OF WHAT COUNTRY? _____

LAST U.S. VISA _____ Number _____ Type _____ Place of Issue _____ Date of Issue _____

SEC. 2. PHYSICAL DESCRIPTION

AGE 24 SEX MALE HEIGHT 5'9" WEIGHT 140

EYES BROWN HAIR BROWN COMPLEXION DARK SCARS FOREHEAD

BUILD SLENDER OTHER DISTINGUISHING FEATURES NONE

SEC. 3. MARITAL STATUS.

A. SINGLE YES MARRIED _____ DIVORCED _____ WIDOWED _____

STATE DATE, PLACE, AND REASON FOR SEPARATION, DIVORCE OR ANNULMENT _____

B. WIFE OR HUSBAND MENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES

NAME OF SPOUSE NOT APPLICABLE First _____ Middle _____ Maiden _____ Last _____

PLACE AND DATE OF MARRIAGE _____

HIS (OR HER) ADDRESS BEFORE MARRIAGE _____ St. & No. _____ City _____ State _____ Country _____

LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____

PRESENT, OR LAST, ADDRESS _____ St. & No. _____ City _____ State _____ Country _____

DATE OF BIRTH _____ PLACE OF BIRTH _____ City _____ State _____ Country _____

If BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP _____ WHEN ACQUIRED? _____ WHERE? _____ City _____ State _____ Country _____

OCCUPATION _____ LAST EMPLOYER _____

EMPLOYER'S OR BUSINESS ADDRESS _____ St. & No. _____ City _____ State _____ Country _____

MILITARY SERVICE FROM _____ TO _____ BRANCH OF SERVICE _____

COUNTRY _____ DETAILS OF OTHER GOVT. SERVICE U.S. OR FOREIGN _____

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents)

1. NAME NOT APPLICABLE RELATIONSHIP AOK

CITIZENSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

2. NAME _____ RELATIONSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

CITIZENSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

3. NAME _____ RELATIONSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

CITIZENSHIP _____ ADDRESS _____ ST. & NO. _____ CITY _____ STATE _____ COUNTY _____

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME JOHN BENJAMINLIVING OR DECEASED LIVING DATE OF DECEASE _____ CAUSE _____PRESENT, OR LAST, ADDRESS 311 ST. PAUL ST., BALTIMORE-18-MD-USADATE OF BIRTH 21 NOV 1893 PLACE OF BIRTH CENTREVILLE MARYLAND USAIF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY N/ACITIZENSHIP USA WHEN ACQUIRED? BIRTH WHERE? CITY STATE COUNTYOCCUPATION AUTO DEALER LAST EMPLOYER EAST END AUTO CO-BALTIMOREEMPLOYER'S OR OWN BUSINESS ADDRESS 1 PULASKI HWY, BALTIMORE, MDMILITARY SERVICE FROM 1915 TO 1919 BRANCH OF SERVICE ARMY AVIATIONCOUNTRY USA, GT. BRITAIN DETAILS OF OTHER GOVT SERVICE, U.S. OR FOREIGN.NONE

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME ADRIENNE MAGUELINELIVING OR DECEASED DECEASED DATE OF DECEASE 5 DEC 1947 CAUSE CANCERPRESENT, OR LAST, ADDRESS 311 HILFORD AV, BALTIMORE, MD, USADATE OF BIRTH 14 AUG 1900 PLACE OF BIRTH ROMANS, DOMRE, FRANCECITIZENSHIP USA WHEN ACQUIRED? 1921 (?) WHERE? BALTO, MD, USAIF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY NOV. 1919 - NEW YORK

OCCUPATION MILLINERY LAST EMPLOYER EMPORIUM WORLD MILL'Y CO.
BUYER

EMPLOYER'S OR OWN BUSINESS ADDRESS UNKNOWN, CHICAGO, ILL, USA
 St. & No. City State Country

MILITARY SERVICE FROM NONE TO BRANCH OF SERVICE

COUNTRY DETAILS OF OTHER GOVT SERVICE, U.S. OR FOREIGN.
NONE

SEC. 7. BROTHERS AND SISTERS (Including half, step, and adopted brothers and sisters)

DL
73452

1. FULL NAME HENRI First ADRIEN Middle AGE 23
 PRESENT ADDRESS 9 Street SIMMONS AV. CITY BALTIMORE STATE MD COUNTRY USA CITIZENSHIP USA
 St. & No. City State Country Citizenship

2. FULL NAME First Middle Last
 PRESENT ADDRESS Street No. City State Country Citizenship

3. FULL NAME First Middle Last
 PRESENT ADDRESS Street No. City State Country Citizenship

4. FULL NAME First Middle Last
 PRESENT ADDRESS Street No. City State Country Citizenship

5. FULL NAME First Middle Last
 PRESENT ADDRESS Street No. City State Country Citizenship

SEC. 8. FATHER-IN-LAW

FULL NAME NOT APPLICABLE First Middle Last

LIVING OR DECEASED DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS Street No. City State Country

DATE OF BIRTH PLACE OF BIRTH

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP WHEN ACQUIRED? WHERE? City State Country

OCCUPATION LAST EMPLOYER

SEC. 9. MOTHER-IN-LAW

FULL NAME NOT APPLICABLE
 First _____ Middle _____ Last _____

LIVING OR DECEASED _____ DATE OF DECEASE _____ CAUSE _____

PRESENT, OR LAST, ADDRESS _____ St. & No. _____ City _____ State _____ County _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

IF BORN OUTSIDE U.S. INDICATE DATE AND PLACE OF ENTRY _____

CITIZENSHIP _____ WHEN ACQUIRED? _____ WITARS? _____ City State County _____

OCCUPATION _____ LAST EMPLOYER _____

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES:

1. NAME HENRY _____ RELATIONSHIP GREAT-UNCLE AGES 65(?)

CITIZENSHIP FRENCH ADDRESS 21 RUE EDITH CAPEL, NICE, FRANCE
 St. & No. _____ City _____ State _____ Country _____

2. NAME CHARLES MELAND GERARD RELATIONSHIP SECOND COUSIN AGES 55(1)

CITIZENSHIP ARG ADDRESS 90 STIS ELEVATORS, BUENOS AIRES, ARG
 St. & No. _____ City _____ State _____ Country _____

3. NAME _____ RELATIONSHIP _____ AGE _____

CITIZENSHIP _____ ADDRESS _____ St. & No. _____ City _____ State _____ Country _____

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U.S. OR OF A FOREIGN GOVERNMENT.

1. NAME CMDR ROBT LEE _____ RELATIONSHIP COUSIN AGE 30

CITIZENSHIP USA ADDRESS N.O.B. NORFOLK, VIRGINIA
 St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

2. NAME _____ RELATIONSHIP _____ AGE _____

CITIZENSHIP _____ ADDRESS _____ St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

3. NAME _____ RELATIONSHIP _____ AGE _____

CITIZENSHIP _____ ADDRESS _____ St. & No. _____ City _____ State _____

TYPE AND LOCATION OF SERVICE (IF KNOWN) _____

SEC. 12. EDUCATION PS #63
 ELEMENTARY SCHOOL M'DONOGH SCH. ADDRESS PIKESVILLE, MD, USA
 CITY STATE COUNTY
 DATES ATTENDED 1930-34-37 GRADUATE? YES
 HIGH SCHOOL LYNN HIGH, MONTREAL, ADDRESS MONTREAL, QUE, CANADA
 CITY STATE COUNTY
 DATES ATTENDED 1937-1940 GRADUATE? YES
 COLLEGE SIR GEO WILLIAMS COLL, ADDRESS MONTREAL, QUE, CANADA
 CITY STATE COUNTY
 DATES ATTENDED 1940-1942 DEGREE NONE
 COLLEGE U OF MICHIGAN, ADDRESS ANN ARBOR, MICH, USA
 CITY STATE COUNTY
 DATES ATTENDED 1945 (see P 13) DEGREE B.A.

SEC. 13. MILITARY, NAVAL OR OTHER GOVT SERVICE - U.S. OR FOREIGN

USA ARMY 1/LT FEB 1943-CCT 1948
 Country Service Grade Date of Service
 GHQ FEC-TOKYO, JAPAN 0-937200 HONORABLE
 Last station Serial No Type of Discharge
 REMARKS: WHILE ENLISTED, SERIAL WAS 31316266

SELECTIVE SERVICE BOARD NUMBER 5-A ADDRESS HARTFORD, CONN.

IF REREFERRED ONLY REASON

SEC. 14. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST.

FROM 15 AUG 45 TO 30 SEP 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

ADDRESS C.C.D.-GHQ-FEC APO 500 POSTMASTER SAN FRANCISCO, U.S.
 St. & No. City State County

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR ROBT SPULDING

(MILITARY)

TITLE OF JOB LIAISON OFFICER SALARY \$ 351 PER MONTH

YOUR DUTIES INTELLIGENCE ANALYST; REPORTS COORDINATOR LIBRER

REASONS FOR LEAVING RETURN TO USA FOR SEPARATION
 FROM ARMY

FROM 1 APR 48 TO 15 AUG 48

EMPLOYING FIRM OR AGENCY DEPT / ARMY

(MILITARY)

ADDRESS CCD-GHQ-FEC AP0 5TH POSTMASTER, SAN FRANCISCO, USAKIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR HAGEN MERCALTITLE OF JOB DEPUTY CHIEF, NEWS ATTACHMENT \$251 PER MONTHYOUR DUTIES Asst chief of principal Allied press censorship bureauREASONS FOR LEAVING CENSORSHIP SECTION ELIMINATED IN JAPANFROM 1 NOV 45 TO 31 MAR 46EMPLOYING FIRM OR AGENCY DEPT /ARMYADDRESS CCD-GHQ-FEC AP0 309-POSTMASTER-SAN FRANCISCO USA

(MILITARY)

KIND OF BUSINESS CIVIL CENSORSHIP NAME OF SUPERVISOR KURT SPULDINGTITLE OF JOB CHIEF, CENSORSHIP SUB-SECTION \$251 PER MONTHYOUR DUTIES Operated field censorship surveillance detachmentREASONS FOR LEAVING TRANSFERRED TO HQ IN TOKYOFROM 15 MAR 46 TO 15 AUG 46EMPLOYING FIRM OR AGENCY DEPT /ARMYADDRESS ARMY LANGUAGE SCHOOL PT. SNELLING, MINN, USA

(MILITARY)

KIND OF BUSINESS CIVIL AFFAIRS THE NAME OF SUPERVISOR YUTAKA MURAKATATITLE OF JOB RESEARCH EDITOR SALARY ARMY PER SEC.YOUR DUTIES REVISED ARMY MANUALS, PLEACHED CIVIL AFFAIRSREASONS FOR LEAVING COMMISSIONED; TRANSFERRED TO JAPANFROM NOV 1941 TO JUL 1944EMPLOYING FIRM OR AGENCY V.T. EATON CO, LTD.ADDRESS ST CATHERINE ST, MONTREAL, QUE, CANADAKIND OF BUSINESS DEPT. STORE NAME OF SUPERVISOR F.T. CLAYDONTITLE OF JOB PHOTOGRAPHIC SALESMAN SALARY \$20 PER WEEKYOUR DUTIES SOLD CAMERAS AND PHOTO SUPPLIESREASONS FOR LEAVING I WAS PART-TIME JOB ACCEPTED WHILE IN COLLEGE

SEC. 15. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS.

NOT APPLICABLE

SEC. 16. GIVE FIVE CHARACTER REFERENCES — IN THE U.S. — WHO KNOW YOU INTIMATELY — (GIVE RESIDENCE AND BUSINESS ADDRESSES WHERE POSSIBLE.)

- | | Street and Number | City | State |
|-------------------------|---|------|-------|
| 1. CAPT. GORDON WALLACE | BUS. ADD. 415-PRESIDIO MONTEREY
PES. ADD. 2160 COOLEY, P.O. ALTO | CAL. | CAL. |
| 2. MR. GEORGE MOORE | BUS. ADD. 111 CALIFORNIA BERKELEY
PES. ADD. 571 NORTH OAKLAND | CAL. | CAL. |
| 3. MRS. JOHN CHEATHAM | BUS. ADD. 117 E. PATRICK FREDERICK
PES. ADD. 101 E. CHURCH FREDERICK | M.D. | M.D. |
| 4. MR. T. G. DRISCOLL | BUS. ADD. 1131 KST. NARROWS WASH.
PES. ADD. 1152, KCYAL ALEXANDRIA | W.C. | V.A. |
| 5. MR. R. H. KUNZMAN | BUS. ADD. UP. BUREAU DES MOINES IOWA
PES. ADD. UNR | IOWA | |

SEC. 17. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES — NOT REFERENCES, SUPERVISORS OR EMPLOYERS — (Give residence and business addresses where possible.)

- | | Street and Number | City | State |
|--------------------------|---|------|-------|
| 1. MR. GEORGE FINNEY | BUS. ADD. DEPT 1AF WASHINGTON
PES. ADD. 2310 VALLEY DR. ALEXANDRIA | DC. | V.A. |
| 2. DR. MORRIS CRANE | BUS. ADD. BALTIMORE PHILADELPHIA
PES. ADD. PA. | | |
| 3. MR. BRADFORD COOLIDGE | BUS. ADD. DEPT/STATE WASHINGTON
PES. ADD. | DC | |
| 4. MISS FLORENCE MCGOWAN | BUS. ADD. NONE
PES. ADD. 71 HANOVER ST. NEW YORK, CONN. | | |
| 5. MR. ANTHONY GAS | BUS. ADD. UNK
PES. ADD. 323 E. 5TH BALTIMORE, MD. | | |

SEC. 18. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S. — (Give residence and business addresses where possible.)

- | | Street and Number | City | State |
|------------------------|-------------------------------------|-------------|-------|
| 1. MR. FRANK DUCHARME | BUS. ADD. TRAVELERS INS. 242 LILLEY | HARTFORD | CONN. |
| | RES. ADD. 26 LILLEY | W. HARTFORD | CONN. |
| 2. MR. JAMES KNOY | BUS. ADD. G. FOX CO. | HARTFORD | CONN. |
| | RES. ADD. UNK | | |
| 3. MRS. LOUIS FRANKLIN | BUS. ADD. ALBERT STEIGER HARTFORD | HARTFORD | CONN. |
| | RES. ADD. UNK | | |

SEC. 19. FINANCIAL BACKGROUND

- A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? YES If not, state sources of other income _____
- B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS BALTIMORE NATIONAL BANK HIGH AND LOW BRANCH BALTIMORE MD.
- C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? NO
GIVE PARTICULARS, INCLUDING COURT: _____
- D. GIVE THREE CREDIT REFERENCES — IN THE U.S.
- | | |
|--------------------------------|---|
| 1. NAME <u>LEE'S INC</u> | ADDRESS <u>2421 EASTERN AV. BALTIMORE MD.</u> |
| 2. NAME <u>MONTGOMERY WARD</u> | ADDRESS <u>2421 AV. OAKLAND 16 CAL.</u> |
| 3. NAME _____ | ADDRESS _____ |

SEC. 20. RESIDENCES FOR THE PAST 15 YEARS

- FROM 1933 TO 1931 ~~1931~~ PRESSMAN ST BALTIMORE MD - USA
 St. No. City State County
- FROM 1931 TO 1939 ~~1931~~ HARVARD AV - MONTREAL - QUE - CANADA
 St. No. City State County
- FROM 1939 TO 1942 ~~1939~~ MOUNTAIN ST MONTREAL - QUE - CANADA
 St. No. City State County
- FROM 1942 TO 1942 ~~1942~~ LILLEY RD - W. HARTFORD - CONN - USA
 St. No. City State County
- FROM 1942 TO 1942 MILITARY SERVICE
 St. No. City State County
- FROM 1942 TO PRESENT ~~1942~~ ST. PAUL ST - BALTIMORE, MD, USA
 St. No. City State County
- FROM _____ TO _____
 St. No. City State County
- FROM _____ TO _____
 St. No. City State County

SEC. 21. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

- A. FROM JAN 1937 TO SEP 1942 PARIS FRANCE VISIT
 City or Section
- FROM JUL 1942 TO JUL 1943 NIAGARA PENINSULA CANADA VISIT
 City or Section
- FROM SEP 1942 TO JUL 1943 MONTREAL FRANCE RESIDENCE
 City or Section

10

FROM OCT 1944 TO JAN 1945 NORTHERN EUROPE WAR SERVICE
 CITY OR SECTION COUNTRY PURPOSE
 FROM SEP 1946 TO OCT 1948 TOKYO, SENDAI JAPAN MIL OCCUPATION
 CITY OR SECTION COUNTRY PURPOSE
 FROM _____ TO _____
 CITY OR SECTION COUNTRY PURPOSE

B. LAST U.S. PASSPORT - NUMBER, DATE, AND PLACE OF ISSUE: UNKNOWN

HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? NONE GIVE APPROXIMATE

DATES: _____

PASSPORTS OF OTHER NATIONS: _____

SEC. 22. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

1. AMERICAN VETERANS COMMITTEE (MEMBER AT LARGE)

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY
 DATES OF MEMBERSHIP: NOV 1945 - JAN 1948

2. RESERVE OFFICERS ASS'N WASHINGTON DC USA

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: OCT 1948 - PRESENT

3. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

4. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

5. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

6. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

7. _____

NAME AND CHAPTER ST. & NO. CITY STATE COUNTRY

DATES OF MEMBERSHIP: _____

SEC. 23. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT" "FAIR" OR "FLUENT")

LANGUAGE JAPANESE SPEAK FLUENT READ FAIR WRITE FAIR

LANGUAGE FRENCH SPEAK FLUENT READ FLUENT WRITE FLUENT

LANGUAGE _____ SPEAK _____ READ _____ WRITE _____

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

SWIMMING, SKIING, HORSEMANSHIP, FOOTBALL - GOOD.

BASEBALL, ICE HOCKEY, LACROSSE, VOLLEYBALL, BADMINTON - FAIR.

PHOTOGRAPHIC PROCESSES - STRONG AMATEUR INTEREST.

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

HAVE AN ABILITY TO WRITE, EITHER REPORTORIAL OR EDITORIAL, WHICH MIGHT BE SUITABLE FOR RESEARCH OR SPECIAL REPORTS WRITING.

D. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1939:

NONE OTHER THAN DEPT OF ARMY FOR COMMISSION AS OFFICER.

E. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

MILITARY INTELLIGENCE DIV, WAR DEPT, + FBI CONDUCTED LOYALTY CHECK SOMETIME BETWEEN FEB 1947 AND JUN 1947.

SEC. 24. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES? NO

IF "YES", EXPLAIN: _____

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? YES IF SO, TO WHAT EXTENT? OCCASIONAL WINES AND LIQUOR

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE: NO

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

NO

SEC. 25. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME JOHN B. [REDACTED] RELATIONSHIP FATHER

ADDRESS ST. PAUL ST, BALTIMORE MD City USA State Country

SEC. 26. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

NO

SEC. 27. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT ALEXANDRIA, VIRGINIA

DATE 25 NOV 1948

✓ *Frederick C. Driscoll*

Signature of Applican

CASASIN

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

14. - I HAVE NEVER HELD A FULL-TIME CIVILIAN JOB, SINCE I ENTERED THE ARMY DIRECTLY FROM COLLEGE.

19. - I HAVE NEVER BOUGHT ANYTHING ON CREDIT. THEREFORE, I HAVE LISTED THREE CONCERNS WITH WHICH I HAVE TRANSACTED NORMAL BUSINESS.

12. - I ACQUIRED SUFFICIENT CREDITS FROM THE ARMY JAPANESE SCHOOL AT THE U OF MICHIGAN TO RECEIVE A B.A. DEGREE, IN ABSENTIA, WHILE STILL ON ACTIVE SERVICE.

FROM SEP 1942 TO DEC 1942 I COMPLETED ONE SEMESTER AT TRINITY COLLEGE, HARTFORD, CONN.

Casasin

X

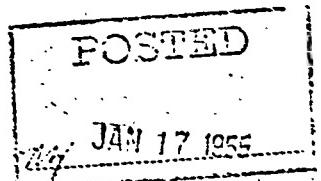
~~CONFIDENTIAL~~

STANDARD FORM 50 IS PART
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER XI, FEDERAL PERSONNEL REGULATIONS

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION Cinc. 6 Jan. 1955 rev.

"Transfer TO Unvouchered funds FROM Vouchered funds."



TRANCE PERFORMANCE RATING

Deputy Assistant Director for

22.5% of the total Al present as

6. PERSONNEL FOLDER COPY

THE E. S. FOX LIBRARY PRINTING SERIES

STANDARD FORM 50 (16-PARTI)
EFFECTIVE APRIL 1955
PROMulgATION BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL MANUAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

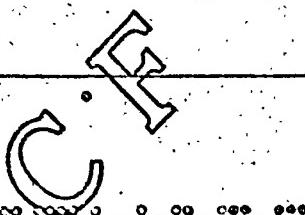
rws

1. NAME (MR., MRS., MRS. GIVE GIVEN NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE																						
MR. <i>Messing</i> Casarlu	20 Jan 1924		19 Jan. 1955																						
This is to notify you of the following action affecting your employment.																									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																							
PROMOTION (ADVANCEMENT)*	B.O.B. 16 Jan 1955	50 USC 403 j																							
FROM	TO																								
Area Ops Officer (Br. Ch) BC-171-13 GS-0136.01-13 \$8560.00 per annum DDP/SR SR/5 Washington, D. C.	Area Ops Officer BCF-189-14 GS-0136.01-14 \$9600.00 per annum DDP/SR For East Area Japan Office of the Chief Tokyo, Japan																								
FIELD	DEPARTMENTAL	FIELD	DEPARTMENTAL																						
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																							
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>B-PT.</td> <td>10-POINT</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>DISAB. OTHER</td> </tr> </table>		NONE	WWII	OTHER	B-PT.	10-POINT						X	DISAB. OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	I.A.	REAL					SD-DI cc: p	
NONE	WWII	OTHER	B-PT.	10-POINT																					
				X	DISAB. OTHER																				
NEW	VICE	I.A.	REAL																						
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT YES--NO	19. DATE OF APPOINTMENT AFFIDAVITS (ACKNOWLEDGEMENT ONLY)																				
M	W	FROM: 5-3400-20 TO: 5-3400-55-015		Yes	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: MI																				
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																									
*This action amends Item #9, on the "from" side, on Notification dated 11 Jan. 1955, to show the correct salary, previously shown as \$8360.00 per annum.																									
Subject to approved medical clearance prior to being sent overseas.																									
<p>"Transfer TO Unvouchered funds FROM Voucherred funds."</p> <table border="1"> <tr> <td colspan="2" style="text-align: center;">FORGED</td> </tr> <tr> <td colspan="2" style="text-align: center;">My 1/20/55</td> </tr> </table>						FORGED		My 1/20/55																	
FORGED																									
My 1/20/55																									
22. SIGNATURES FOR AUTHENTICATION																									
ANCE PERFORMANCE RATING:																									
City Assistant Director <i>Prepared</i> <i>Approved</i> <i>Authenticating</i>																									
4. PERSONNEL FOLDED COPY																									

STANDARD FORM 52 APPROVED BY THE U.S. OFFICE OF PERSONNEL MAY 1955 EDITION GSA GEN. REG. NO. 27 MILITARY PERSONNEL REQUEST FOR PERSONNEL ACTION				<i>3-101</i> UNVOCUCHERED														
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																		
1. NAME (Mr., Mrs., Miss, One line, first name, initials, and surname) MR. <i>Cassini</i>		2. DATE OF BIRTH <i>20 Jan. 1924</i>		3. REQUEST NO. <i></i>		4. DATE OF REQUEST <i>26 Sept. 1956</i>												
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <i>PROMOTION</i>		6. EFFECTIVE DATE A. PROPOSED <i></i>		7. C. S. OR OTHER LEGAL AUTHORITY <i></i>		B. APPROVED <i>21 OCT 1956</i>												
8. POSITION (Specify whether establish, change grade or title, etc.)																		
FROM <i>Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.</i>		9. POSITION TITLE AND NUMBER B. SERVICE, GRADE, AND SALARY <i>DDP/SR Far East Area Japan Office of the Chief Tokyo, Japan</i>		TO <i>Area Ops Officer BCF-189-14 GS-0136.01-14 \$10,535.00 p.a.</i>														
10. ORGANIZATIONAL DESIGNATIONS <i></i>		11. HEADQUARTERS <i></i>																
12. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		13. FIELD OR DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL (D)																
A. REMARKS (Use reverse if necessary)																		
RE-SLOTTING FOR NEW APPROVED T/O.																		
B. REQUESTING OFFICER <i>Robert D. Lovelace</i> C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Phyllis M. Landrum Ext. 4407</i>				D. REQUEST APPROVED BY Signature <i></i> Title <i></i>														
13. VETERAN PREFERENCE <table border="1"> <tr> <th rowspan="2">NONE</th> <th rowspan="2">WWII</th> <th rowspan="2">OTHER S.P.T.</th> <th colspan="2">10 POINT</th> </tr> <tr> <th>DISAB</th> <th>OTHER</th> </tr> </table>				NONE	WWII	OTHER S.P.T.	10 POINT		DISAB	OTHER	14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>I.A.</th> <th>REAL</th> </tr> </table>				NEW	VICE	I.A.	REAL
NONE	WWII	OTHER S.P.T.	10 POINT															
			DISAB	OTHER														
NEW	VICE	I.A.	REAL															
15. SEX <i>M</i>	16. APPROPRIATION FROM: <i>7-3100-55-015</i> TO: <i>7-3100-55-015</i>			17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <i>Yes</i>		18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <i>SD: DICK</i>												
						19. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED												
20. STANDARD FORM 50 REMARKS <p style="text-align: center;"><i>APPROVED BY F1 CHARGED SERVICE GUARD R.A. Shook (Signature), F1/CNO DATE: 2 Oct 1956</i></p>																		
21. CLEARANCES A.		INITIAL OR SIGNATURE <i>(P.D.)</i>		DATE <i>11 OCT 1956</i>		REMARKS: POSTED <i>11 OCT 1956</i>												
B. CEIL. OR PCS. CONTROL 																		
C. CLASSIFICATION 																		
D. PLACEMENT OR EMPL. <i>7413: 10-9</i>																		
E. APPROVED BY <i>Robert D. Lovelace per 756 Ser. No. 9 Oct 56</i>																		
USED IN LIEU OF SF50 NOTIFICATION OF PERSONNEL ACTION																		
<i>RECEIVED 11 OCT 1956</i>																		

SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT							
506102	[REDACTED]	DDP/SR	UV								
6. OLD SALARY RATE			7. NEW SALARY RATE								
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			NO.	DA.	YR.				NO.	DA.	YR.
14	2	\$10,535	07	15	56	14	3	\$10,750	01	12	58
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE			<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP			10. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:											
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						<input type="checkbox"/> INITIALS OF CLERK			<input type="checkbox"/> AUDITED BY		
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE			13. REMARKS			L 7-24-10 4505			D.H. TMR 1/25		
GRADE	STEP	SALARY	NO.	DA.	YR.						
14. AUTHENTICATION											
 PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560G
1 MAR 58

SECRET

PERSONNEL FOLDER

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 63 - 462 AND DCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

1. NAME	2. SERIAL	3. GRADE-STEP	4. OLD SALARY	5. NEW SALARY
<i>Casanin</i>	506102	GS-14-3	\$10,750	\$11,935

GORDON W. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED UNCLN.	4. FUNDS	5. ALLOCATION
506102	<i>Casanin</i>	DDP/SR 8	UV	
6. OLD SALARY RATE		7. NEW SALARY RATE		
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	EFFECTIVE DATE
14	2	\$10,535	07 15 56	14 01 12 58

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR

BELIC, GEORGE

DATE

15 Jan 1958

SIGNATURE OF SUPERVISOR

George M. Belic

PERIODIC STEP INCREASE - CERTIFICATION

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-569 AND DCI MEMO DATED
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
DI	Casson	506102	48 40	GS-14 4	\$12,075	\$12,990

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET (WHEN FILLED IN)											
1. EMP. SERIAL NO.	2. EMPLOYEE NAME				3. ASSIGNED ORGAN.				4. FUNDS	5. ALLOTMENT	
506102	Casson				DDP/SR				10	UV	
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS. 14	3	\$12,835	01	12	58	GS. 14	4	\$12,075	07	12	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.	4 742					
14. AUTHENTICATION											
C. M. STEWART PERIODIC STEP INCREASE - AUTHENTICATION DHS 8/5/59 HCF 7/31/59											

AF - 30 SEPT 1960

SAC...
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER 006102	2. NAME (LAST-FIRST MIDDLE) <i>Carasian</i>								
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS.									
4. FUNDS	V TO V	V TO CF							
X	CF TO V	CF TO CF							
5. ORGANIZATIONAL DESIGNATIONS DDP SR SR 6 OFFICE OF THE CHIEF									
6. POSITION TITLE OPS OFFICER BR CH		7. POSITION NUMBER 0050							
10. CLASSIFICATION SCHEDULE (GS, WB, etc.) GS		11. OCCUPATIONAL SERIES 0136.01							
12. GRADE AND STEP 14 4		13. SALARY OR RATE 12990							
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 16	20. EMPLOY CODE 10	21. OFFICE CODING 60300	22. STATION CODE SR	23. INTEGEE CODE 75013	24. REGIS. CODE 1	25. DATE OF BIRTH 01 20 23	26. DATE OF GRADE 1	27. DATE OF LEI	
28. NTE EXPIRES NO. DA. YR. 1. 10. 60		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. FICA 3. NONE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE NO. DA YR. EOD DATA		33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE 0 - NOV 1 - 9 PT. 2 - 10 PT		36. SERV. COMP. DATE NO. DA. YR.	37. LONG. COM. DATE NO. DA. YR.	38. MIL. SERV. CREDIT/LCD 1 - YES 2 - NO	39. FEGLI / HEALTH INSURANCE CODE 0 - MAILED 1 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA NO TAX EXEMPT 1 - YES 2 - NO	STATE CODE			
SIGNATURE OR OTHER AUTHENTICATION <i>E.D. Dechol</i> 10/22/60									

34-100-10

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
006102	<i>Carsin</i>	60 300 V 7	
5. OLD SALARY RATE		6. NEW SALARY RATE	
Grade	Step	Salary	Effective Date
GS 14	5	\$13,250	01/08/61
GS 14	6	\$13,510	07/08/62
7. REMARKS AND AUTHENTICATION			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			
CLERKS INITIALS AUDITED BY <i>E.D. ECHOLS</i> <i>Jac</i>			
PAY CHANGE NOTIFICATION			

(43)

Form 560

Obsoletes Previous Edition

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
006102	<i>Carsin</i>	EDP/SR 7	V-20	
6. OLD SALARY RATE			7. NEW SALARY RATE	
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	
GS-14	4	\$12990	07	12 59
GS-14	5	\$13250	01	08 61
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER				
8. CHECK ONE IF EXCESS LWOP, CHECK FOLLOWING:			9. NUMBER OF HOURS LWOP	
<input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD				
10. INITIALS OF CLERK			11. AUDITED BY	
TO BE COMPLETED BY THE OFFICE OF PERSONNEL				
12. TYPE OF ACTION			13. REMARKS	
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.L <input type="checkbox"/> PAY ADJUSTMENT				
14. AUTHENTICATION				
<i>18 JUL 21 1962</i> <i>NONTEC TRONTECH</i>				
E.D. ECHOLS				
PAY CHANGE NOTIFICATION				

Form 560

560 Obsoletes Previous Edition
REPLACES FORM 560A AND 560B.**SECRET****OFFICIAL PERSONNEL FOLDER**

(4)

BAS: 16 AUG 62

SECRET
(When Filled In)

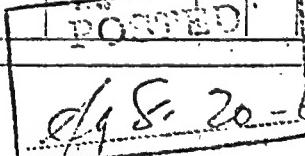
OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 006102	2. NAME (LAST-FIRST-MIDDLE) <i>Cassim</i>		
3. NATURE OF PERSONNEL ACTION RESIGNATION			
4. FUNDS X	V TO V OF TO V	V TO CF OF TO CF	5. EFFECTIVE DATE 08 04 52
6. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 OFFICE OF THE CHIEF			7. COST CENTER SA. CHARGEABLE 3234 1000 1000
8. POSITION TITLE OPS OFFICER BR CH			9. LOCATION OF OFFICIAL STATION WASH., D.C.
10. CLASSIFICATION SCHEDULE (GS, LS, etc.) CS		11. OCCUPATIONAL SERIES 0136.01	12. GRADE AND STEP 14 6
13. SALARY OR RATE 13510			
14. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. M.D.R. LOG#	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
45 10		NUMERIC ALPHABETIC				01 20 24			
28. NIE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA		33. SECURITY REG. NO.	34. SEC REG. NO.	
			1 - CSC 2 - PICA 3 - NONE	CODE 1B0091	TYPE	02 04 74	EOD DATA		
35. VET. PREFERENCE		36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEHRS / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE 0 - NONE 1 - SPT 2 - 10 PT		MO. DA. YR.	MO. DA. YR.	CAR RESV CODE PROV TEMP	CODE 0 - WAIVER 1 - YES	CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 yrs) 3 - BREAK IN SERVICE (MORE THAN 3 yrs)			FORM EXECUTED CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE 0 - NO 1 - YES	NO. TAX STATE CODE		

SIGNATURE OR OTHER AUTHENTICATION



LIC 8/16/62

E.O. ECHOL

FORM 4-62 1150

Use Previous Edition

SECRET

GSA GEN. REG. NO. 27
16-313
(When Filled In)

(When Filled In)

14 00000

SECRET

13 September 1960

(Date)
File No. A-1328

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : [REDACTED] carisim

1. Cover arrangements ~~xxxxxxxxxxxxxx~~ have been completed for the above-named Subject.
2. Effective 12 September 1960, it is requested that your records be properly blocked ~~xxxxxx~~ to deny ~~xxxxxxxxxx~~ Subject's current Agency employment to an external inquirer.
3. Operating component must take necessary action to block ~~xxxxxx~~ telephone locator by submitting the Personnel Information Card, "Office File Copy," Form No. 642, to Machine Records Division, Office of the Comptroller, Room 107 Curie Hall, Attention: Miss Wenkenbach.

Paul P. Sleinert
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS
Operating Division - SR

THIS RECORD MUST REMAIN
AS A COPY OF FILE
589

SECRET

26-12-1960

14-13-403

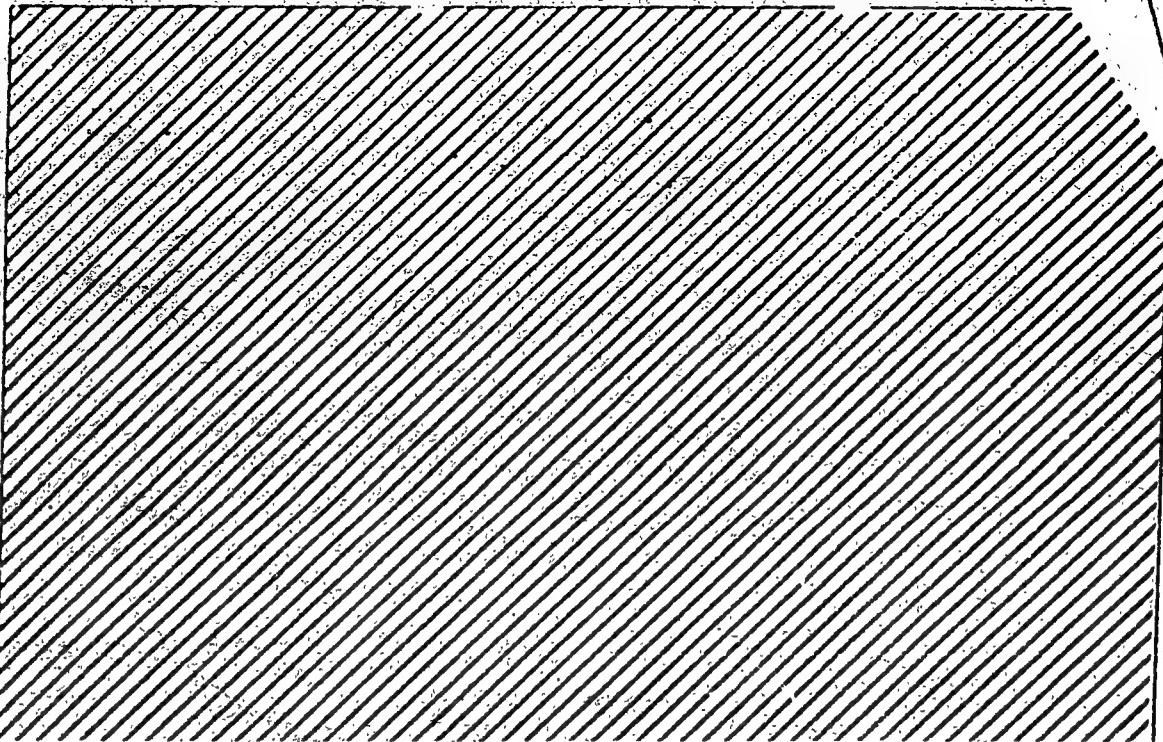
67

SECURITY																		
STANDARD FORM 52 PROFESSIONAL PERSONNEL APPOINTMENT, SEPARATION, REINSTATEMENT, AND REFUSAL OF SERVICE REQUESTS FEBRUARY 1954 EDITION GSA GEN. REG. NO. 27		REQUEST FOR PERSONNEL ACTION VOUCHERED TO CONFIDENTIAL																
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 63 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation section on reverse.																		
1. NAME (Mr., Mrs., Mrs.—One given name, initial(s), and surname) <i>Carson</i> MR.		2. DATE OF BIRTH <i>20 Jan 1928</i>	3. REQUEST-NR. 4. DATE OF REQUEST <i>13 Dec 54</i>															
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) PROMOTION		6. EFFECTIVE DATE & PROPOSAL <i>5 Jan. '55</i>	7. C.S. OR OTHER LEGAL AUTHORITY															
B. POSITION (Specify whether establish, change grade or field, etc.)		8. APPROVED <i>John</i> <i>16 Dec 1954</i>																
FROM Area Ops Officer (Br. Ch.) EC-171-13 GS-0136.01-13 \$8360.00 p.p. DDP/SR SP/5 Washington, D.C.		9. POSITION TITLE AND NUMBER 10. PAY GRADE AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENT 14. FIELD OR DEPARTMENT	TO Area Ops Officer ECF-189-14 GS-0136.01-14 \$9600.00 p.p. DDP/SR Far East Area Japan Office of the Chief Tolson, Japan 15. R.S.A. 16. DEPARTMENTAL															
A. REMARKS (Use reverse if necessary) <i>PERIODIC CHIPS ISSUED 14 Dec 1954</i>																		
PLEASE TRANSFER FROM VOUCHERED TO CONFIDENTIAL FUNDS. \$560.00 713. <i>Memo stating why transfer required necessary. 713</i>																		
B. REQUESTED BY (Name and title) <i>Robert W. Meeker</i>		D. REQUEST APPROVED BY <i>H. Tedford</i> Signatures: <i>Title: DDI/P. Admin.</i>																
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <i>Phyllis W. Landrum Ext. 3718</i>																		
13. VETERAN PREFERENCE <table border="1"> <tr> <td>HOME</td> <td>2000</td> <td>OTHER</td> <td>S.P.T.</td> <td>10-POINT</td> </tr> <tr> <td>X</td> <td></td> <td></td> <td></td> <td>CISAB OTHER</td> </tr> <tr> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				HOME	2000	OTHER	S.P.T.	10-POINT	X				CISAB OTHER	X				
HOME	2000	OTHER	S.P.T.	10-POINT														
X				CISAB OTHER														
X																		
14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>ARMY</td> <td>VICE</td> <td>L.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				ARMY	VICE	L.A.	REAL											
ARMY	VICE	L.A.	REAL															
15. SEX 16. RACE <i>SEX: M RACE: White</i>		17. APPROPRIATION FROM: 5-3400-20 TO: 5-3400-55-015																
		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <i>Yes</i>																
		19. DATE OF APPOINTMENT-REFUSAL (CONNESSIONS ONLY) <i>1-6-55</i>																
		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																
21. STANDARD FORM 52 REMARKS <i>Effective date per Dec 21 1954 Ref 5-3400-55-015 1-6-55</i> <i>Conc. by Tolson 1-6-55 place - 1-6-55</i>																		
22. CLEARANCES A. B. CEIL. OR POS. CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL. E.		INITIAL OR SIGNATURE <i>713 J. Jan</i> <i>MR. 16 Dec 1954</i>	DATE REMARKS															
F. APPROVED BY <i>K. Tedford, Tolson</i> <i>1-5-55</i>																		
<i>APPROVED BY</i> <i>FI CIVIL SERVICE BOARD</i> <i>DATE: DEC 21 1954</i>																		

SECRET

50-57228-2

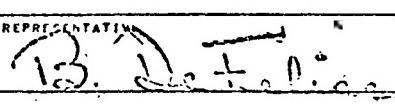
SECRET
(When Filled In)

		
NAME OF EMPLOYEE (LAST-FIRST-MIDDLE) <i>Casius</i>	DATE OF BIRTH Unk	CASE OR CLAIM NUMBER 52-231

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or ~~death~~ incurred on 4 Feb 1958.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE 15 July 1958	SIGNATURE OF BCO REPRESENTATIVE <i>B. D. Tolson</i>
NOTICE OF OFFICIAL DISABILITY CLAIM FILE	

(Form 1076)								
[Large blacked-out area]								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">NAME OF EMPLOYEE (Last-First-Middle)</td> <td style="width: 33%;">NAME AND RELATIONSHIP OF DEPENDENT*</td> <td style="width: 33%;">CLAIM NUMBER</td> </tr> <tr> <td>Cassim</td> <td>Cassim</td> <td>57-41</td> </tr> </table>			NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER	Cassim	Cassim	57-41
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER						
Cassim	Cassim	57-41						
<p>There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on <u>3 December 1958</u>.</p> <p>This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.</p>								
DATE OF NOTICE	SIGNATURE OF BCD REPRESENTATIVE							
28 AUG 1959								
NOTICE OF OFFICIAL DISABILITY CLAIM FILE								

SECRET

(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION																				
Mo	Da	Yr				Date of Birth			4. Vet. Prof.			5. Soc.			6. CS - EOD								
09	12	60				Mo	Da	Yr	Name-0	Code	Mo	Da	Yr	UV	UV	V to UV							
						01	20	24	3 P-1	1	Mo	Da	Yr	UV	UV	UV to UV							
						7. SCD:			8. CSC Reinst. Y. CSC Or Other Legal Authority			10. Army. Affidav.			11. FEGLI			12. LCD			13. MIL. SERV. CREDITS LCO		
Mo	Da	Yr	Yes-1	Code	No-2				Mo	Da	Yr	Yes-1	Code	No-2	Mo	Da	Yr	Yes-1	Code	No-2			

PREVIOUS ASSIGNMENT

14. Organizational Designations			Code	15. Location Of Official Station			Station Code
DDP SR FAR EAST AREA TOKYO STATION SOVIET BRANCH				TOKYO, JAPAN			
16. Dept.-Field	17. Position Title			18. Position No.	19. Serv.	20. Occup. Series	
Dept- Usfld- Frpn-	OPS OFFICER BR CH			189	GS	0136.01	
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number		
14 4	\$ 12,990	D	Mo Da Yr 11 21 55	Mo Da Yr 7 12 61	1134 7000 3000		

ACTION

27. Nature Of Action			Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT TRANSFER OF FUNDS				Mo Da Yr 10 02 60	REGULAR		

PRESENT ASSIGNMENT

31. Organizational Designations			Code	32. Location Of Official Station			Station Code
DDP SR SR 6 OFFICE OF THE CHIEF				WASH., D. C.			
33. Dept.-Field	34. Position Title			35. Position No.	36. Serv.	37. Occup. Series	
Dept- Usfld- Frpn-	OPS OFFICER - BR CH			50 D 15	GS	0136.01	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number		
14 4	\$ 12,990	D	Mo Da Yr 9/16/60	Mo Da Yr 10-15-61	1234 1000 1000		

SOURCE OF REQUEST

A. Requested By (Name And Title)

ANDREW L. RUSBY CH/SR/PERSONNEL

B. For Additional Information Call (Name & Telephone Ext.)

E. G. JOHNSON X14407

C. Request Approved By (Signature And Title)

A. L. Rusbys

CLEARANCES					
Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>ROBERT GORE</i>	9/16/60	B. Placement		
B. Pos. Control		10-15-61	C.		
C. Classification			F. Approved By		

Remarks: Two copies of this action have been forwarded to the Office of Security.

*Approved by
CSPD*

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 306102	2. NAME (LAST-FIRST-MIDDLE) <i>Casanin</i>			
3. NATURE OF PERSONNEL ACTION RESIGNATION		4. EFFECTIVE DATE MO. DA. YE. 5. RES. 4-62	5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X	V TO V O TO V	V TO CF O TO O	7. COST CENTER NO. CHARGEABLE 3234 1000 1000	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE CPS OFF CLR DR CH		12. POSITION NUMBER 1150	13. CAREER SERVICE DESIGNATION O	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 6	17. SALARY OR RATE 3510	
18. REMARKS				
SIGNATURE OR OTHER AUTHENTICATION				

(Rev. 2-1-51)

X/F		DATE PREPARED 9 July 1952	
1. SERIAL NUMBER 006102		2. NAME (Last-First-Middle) <i>Casaner</i>	
3. NATURE OF PERSONNEL ACTION Resignation		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 04 62	
6. FUNDS <input checked="" type="checkbox"/> V TO V CF TO V		7. COST CENTER NO. CHARGEABLE 3234 1000 1000	
8. ORGANIZATIONAL DESIGNATIONS DDP/SR SR/6 Office of the Chief		9. CATEGORY OF EMPLOYMENT Regular	
11. POSITION TITLE Ops Officer (Br Ch)		10. LOCATION OF OFFICIAL STATION Washington, D. C.	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 14		17. SALARY OR RATE 06 \$ 13250 ac 13510	
18. REMARKS Copy furnished Vouchered Payroll.			
19. SIGNATURE OF REQUESTING OFFICER ANDREW L. BUSBY, C/SR/PERSONNEL		20. DATE SIGNED	
21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>D. L. Johnson</i>		22. DATE SIGNED 7/13/62	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 45		20. EMPLOYEE CODE 10	
21. OFFICE CODING WD300		22. STATION CODE AS013	
23. INTEROPE CODE 1		24. MONTHS CODE 01	
25. DATE OF BIRTH 01 20 24		26. DATE OF GRADE 01 04 24	
27. DATE OF LEI		28. DATE EXPIRES MO. DA. YR. 	
29. SPECIAL REFERENCE 1 - CSC 3 - FICA 5 - NONE		30. RETIREMENT DATA CODE 1,60,00,9,1	
31. SEPARATION DATA CODE 1,60,00,9,1		32. CORRECTION/CANCELLATION DATA TYPE EOD DATA	
33. SECURITY REQ. NO.		34. SEC. REQ. NO.	
35. VET. PREFERENCE 0 - NONE 1 - 5 yrs. 2 - 10 yrs.		36. SERV. COMP. DATE MO. DA. YR. 	
37. LONG. COMP. DATE MO. DA. YR. 		38. MIL. SERV. CREDIT/LCO 1 - YES 2 - NO	
39. FEGLI / HEALTH INSURANCE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 12 MOS 3 - BREAK IN SERVICE MORE THAN 12 MOS		42. LEAVE CAT. CODE FORM EXECUTED 1 - YES 2 - NO	
43. FEDERAL TAX DATA NO. TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA CODE 1 - YES 2 - NO	
45. POSITION CONTROL-CERTIFICATION Lg. 8-15-62		46. O.P. APPROVAL <i>Signature</i> F. Hargan	
47. DATE APPROVED 7/24/62			

FORM 1152 USE PREVIOUS EDITION
G-51

SECRET

143

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 4 August 62 FOR THE FOLLOWING REASON:
 (Date) (Reason)

To accept private employment.

MY LAST WORKING DAY WILL BE	DATE SIGNED	SIGNATURE OF EMPLOYEE
<u>4 August 62</u>	<u>23 July 62</u>	<i>Cacauin</i>

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAB
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE
 Major Component (Director, Deputy Director, etc.)
 Office, Major Staff, etc.
 Division or Staff (subordinate to first line)
 Branch
 Section
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET.

STANDARD FORM 144
JANUARY 1942
U.S. CIVIL SERVICE COMMISSION
-PPM CHAPTERS LI AND RI

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

IMPORTANT: The information on this form will be used in determining creditable service for leave purposes and retention credits for reduction in force. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I.—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial)

CASASIN

2. DATE OF BIRTH

20 January 1924

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS. (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN	PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		
None <i>CIA</i>	49	11	20					

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon. P)	PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		
United States Army	43	Feb	15	48	Oct	27	Yes; honorable	5 8 12

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ADJENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? YES NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mee Mar)	FROM—			TO—			TOTAL			PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS	

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?

YES NO

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:

- A. THE WIFE OF A DISABLED VETERAN? YES NO
- B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO
- C. THE UNREMARRIED WIDOW OF A VETERAN? YES NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

1 August 51

Subscribed and sworn to before me on this _____ day of _____ 1952 at _____ (MONTH) _____ (CITY) _____ (STATE)

SEAL

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

CONFIDENTIAL
(Form Filled In)TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT
DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2½ months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

CASASIA.

WITNESS:


Lorene E. Norbeck Date: 7 August 1957
Office of Personnel
Lorene E. Norbeck

9 December 1959.

MEMORANDUM FOR: Secretary, CS/CSE

SUBJECT : Recommendation for Promotion to Grade GS-15
[REDACTED] C A S A S I N

REFERENCE : Your memorandum dated 8 October 1953

1. The SR Division and the Chief of Station, Tokyo (FJTT-1950, attached) recommend the promotion of [REDACTED] to GS-15.

2. Mr. ██████████ was last promoted 16 January 1955. On 17 February 1955 he arrived in Tokyo to serve as the senior S3 officer in the FE field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency.

3. The very facts of Mr. ██████████ youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. Most careful consideration has convinced us that not only is Mr. ██████████ deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Career Service and meet definite Division requirements for a senior officer at the GS-15 level.

Charles Kappa
CHARLES KAPPA
Acting Chief, SR Division

Distribution:
Orig & 6 - Addr

160		INFORMATION AVAILABLE	
Chief, SR	Chief, MK		
ON Chief of Station, Tokyo		HEADQUARTERS FILE NO.	DISPATCH SYMBOL AND NO.
REFERENCE REDWOOD/ADMINISTRATIVE Promotion of [REDACTED]			FJT-1150
DATE			
REFERENCE IS:			
FJT-11531 (RYBAT), dated 11 October 1957			
ACTION REQUIRED: See paragraph 2			
<p>1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on [REDACTED] under cover of FJT-0801 dated 28 May 1958. Inasmuch as [REDACTED] was then at Headquarters on TDY, we requested that he review this fitness report and assume that in doing so he would also discuss with [REDACTED] his promotion, which both he and [REDACTED] felt was to be strongly recommended.</p> <p>2. [REDACTED] was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss [REDACTED]'s promotion with [REDACTED]. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we have not the slightest hesitation in recommending [REDACTED] for promotion and find that the fitness report submitted with FJT-0801 still reflects our current high appreciation of his abilities and progress.</p>			
<p>20 November 1958</p> <p>Distribution: 2 - Chief, SR 2 - Chief, MK</p> <p>Receiving ✓ Few 5 Per ✓ Per</p> <p><input type="checkbox"/> CONTINUED →</p>			
OFFICIAL DISPATCH			
FORM NO. 53 TEST 1 SEP 56	CLASSIFICATION	184	
[REDACTED]			

Attachment to
FJTA-19609

MEMORANDUM No. 360

18 June 1957

TO : Chief of Station
FROM : Chief, Soviet Branch
SUBJECT: [REDACTED] - Recommendation for Promotion
[REDACTED] < 950514

1. [REDACTED] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [REDACTED] as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

2. [REDACTED] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [REDACTED] has handled a number of unilateral cases most effectively. In the office, too, as well as in face-to-face operational situations, [REDACTED] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [REDACTED] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [REDACTED] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the

SECRET

Page 2.

~~SECRET~~

not reply. These characteristics do not always make for the best personal relations but are frequently obviated by intellect and above all are correctable and are being corrected.

b. In sum, [REDACTED] qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

Edward MARILUS

*Frank J. Hall
Edward Marilus
A. M. de Garmo*

~~SECRET~~

14 00000
9 December 1953

REFERENCE FOR Secretary, CG/CSA

SUBJECT : Recommendation for promotion to Grade GS-15

Order of Service Number CAS 151 N - ①

REASON : Your recommendation dated 8 October 1953

Reference, AFM-11531 (R-117) ①

1. The CG Division and the Chief of Station, Tokyo (GFM-107, attached) recommend the promotion of ~~Mr. [REDACTED]~~ to GS-15.

1. ① Mr. [REDACTED] was last promoted 16 January 1953. On 17

February 1953 he arrived in Tokyo to serve as the senior GS officer in the JS field area, his present assignment. In this position he has continued to display qualities of leadership, initiative, imagination and thoroughness which resulted in his rapid rise in the Agency strongly recommended. ①

1. The very facts of Mr. [REDACTED]'s youth in relation to his responsibilities and the fact that promotion to his present level has been rapid, caused the Division and the Chief of Station, Tokyo to hold until this time a recommendation for his promotion which was submitted in June 1957. The careful consideration has convinced us that not only is Mr. [REDACTED] deserving of the recommended promotion, but his elevation to the higher grade will be in the best interest of the Central Service and meet definite Division requirements for a senior officer at the GS-15 level. ①

CHARLES LINTON
Acting Chief, CG Division

Distribution :
CG-6 - Add

~~SECRET~~

C O P Y

FJTT-1950

TO: Chief, SR
FROM: Chief of Station, Tokyo.
SUBJECT: Promotion of ██████████ CASASIN ①
REFERENCE: FJTW-11531 (RYBAT) dated 11 Oct 1957

25 November 1958

1. In line with paragraph 2 of Reference, after a period of six months we submitted an additional promotion fitness report on ██████████ under cover of FJTT-0801 dated 28 May 1958. Inasmuch as Baker was then at Headquarters on TDY, we requested that he review this fitness report and assumed that in doing so he would also discuss with Maury ██████████ promotion, which both he and Nelson felt was to be strongly recommended. ①

2. Baker was, however, not shown this fitness report at Headquarters, nor did he have the opportunity to discuss ██████████ promotion with Maury. In reviewing our records we are now concerned at the possibility of some administrative slip-up and would appreciate a word of advice as to how this promotion action is proceeding. We would like to reiterate that we now have not the slightest hesitation in recommending ██████████ for promotion and find that the fitness report submitted with FJTT-0801 still reflects our current high appreciation of his abilities and progress.

1
WILLIAM E. NELSON

COPY
Attachment to
FJTA-19609

MEMORANDUM No. 360

18 June 1957

TO: Chief of Station
FROM: Chief, Soviet Branch
SUBJECT: Recommendation for Promotion.

(1) = CASASIN

1. [REDACTED] has been under my supervision as Deputy and Case Officer for approximately fifteen months. Based on the knowledge of [REDACTED] as an individual gained during this period and upon his actual performance, I recommend that he be entered for consideration on the SR Division GS-14 to GS-15 promotion list at this time - June 1957. The slot and job which he now occupies, Chief, Soviet Branch, is, of course, adequate to accommodate such a promotion.

2. [REDACTED] operational performance has been outstanding and notably versatile during this period. He has engaged primarily in liaison and has been personally effective in terms of results achieved almost daily, in terms of reports, operational data, and joint enterprise; while, overall, he has established enduring professional relationships from which the organization as a whole should benefit for some time to come. In addition, owing in large part to unique personal talents, linguistic and otherwise, [REDACTED] has handled a number of unilateral cases most effectively. In (1) the office, too, as well as in face-to-face operational situations, [REDACTED] has been outstanding. He has a flair for and a facility with the written word as evidenced by the amount of general and particular correspondence which he has initiated, and he knows the organizational "drill" intimately and from way back. Thus, I feel that he is qualified for the recommended promotion by ability and experience in both the internal and external aspects of the profession.

3. Relative to the more personal characteristics involved in the term managerial ability, judgments are necessarily more subjective but here, too, I consider [REDACTED] to be qualified in maturity, in judgment, and in experience. He would most certainly be a supervisor who could perform all the chores or handle all the situations which he would be calling upon subordinates to take care of, in itself, the beginning of any good supervisory relationship. In actual fact, he has had considerable experience in this regard already and the principal shortcoming I have noticed is a tendency to "carry" others by an extension of his own industry. [REDACTED] is not without his difficulties in the area of personal relationships. He is a purist at times and manifestly impatient in certain human situations where a shrug of the shoulders would be the best reply. These characteristics do not always make for the best personal relationships but are frequently obviated by intellect and above all are correctable and are being corrected.

14 00000

CASASINS

4. In sum, [REDACTED] qualifications, broad experience and proven abilities dominate his age, the only factor militating against a promotion at this time. It is therefore my sincere recommendation that a promotion recommendation be forwarded to Headquarters for consideration in the current mid-year lists.

EDWARD MARELIUS

1 June 1959

MEMORANDUM FOR: Chairman, CS Career Service Board

SUBJECT : Nominations for Promotion to GS-15

REFERENCE : Memorandum dated 14 May 1958 from
Secretary, CS Career Service Board

CASASIN 1. After reviewing GS-14 employees assigned to the SR Division, I wish to again recommend the promotion of ~~Mr. [redacted]~~, Chief, Soviet Branch, Tokyo to GS-15. I concur also in the attached recommendation for the promotion of ~~Mr. [redacted]~~ prepared by the Chief of Base, Berlin. *cba office*

CASASIN'S 2. The Chief of Station, Tokyo and I recommended ~~Mr. [redacted]~~'s promotion in December 1958. This earlier recommendation presented the personal qualities of Mr. ~~[redacted]~~. I wish simply to point out at this time that since early 1954, Mr. ~~[redacted]~~ has more than fully discharged responsibilities at the GS-15 level. I believe that it is definitely time to elevate him to the level at which he has been performing more than satisfactorily for over 5½ years.


CHARLES KATEK
Acting Chief, SR Division

Distribution:
Orig & 6 Addressees w/att

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisor to insure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assured that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so to DATE a general way he knows where he stands.

Posted Post Control P-95 29 NOV 1955

Reviewed By POC *OKR H/7/55*

FIELD REPORT

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE FIELD COMMANDER

CASATION			SECTION I		
LEAVE PLACES FOR CONVOYING		1. DATE OF BIRTH			2. SEX
<i>[Redacted]</i>		20 Jan 1924			M
3. SERVICE DESIGNATION		4. GRADE			5. STATION DESIGNATION (Current)
[Redacted] (1) FI, (2) FP		GS-12			USSR Base, Tokyo
6. DUE DATE ON THIS REPORT		7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
30 September 1955		17 February - 30 September 1955			
SECTION II (To be completed by field supervisor)					
1. CURRENT POSITION			2. DATE ASSUMED RESPONSIBILITY FOR POSITION		
Chief, USSR Base, Tokyo			17 February 1955		
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)					
<p>A. As Chief of Operating Forces</p> <ol style="list-style-type: none"> 1. Manage and direct all operations against target area, and monitor products. 2. Supervise system of development and exploitation of operational leads. 3. Supervise proper administration and support of operations, including finances. 4. Conduct or supervise effective liaison with other KUBARK elements, with other Government agencies abroad and, when appropriate, with representatives of other governments. <p>B. As Senior SR Division Officer in Area:</p> <ol style="list-style-type: none"> 1. Consult with or advise other KUBARK and non-KUBARK units on target area, government, and IS characteristics. 2. Make available to other KUBARK and non-KUBARK units area specialists, as required. 					
SECTION III (To be completed at headquarters only)					
DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY					

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
<i>Carlton B. Swift</i>	
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS. 5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE THIS REPORT AND SIGNATURES	
7 Nov. 1955	<i>Phyllis M. Landrum</i>
DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY	

SECTION IV

OFFICE OF PERSONNEL

This section is provided as an aid in describing the individual. Your answer is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply 23 such degrees to most people. On the right hand side of the page are four major categories of descriptions. The vertical "Not Observed" category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left, then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.		X				
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.						X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X
3. CAUTIOUS IN ACTION.					X	
4. HAS INITIATIVE.						X
5. UNEMOTIONAL.						X
6. ANALYTIC IN HIS THINKING.						X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.					X	
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.						X
12. CAN GET ALONG WITH PEOPLE.				X		
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.						X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.					X	
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.						X
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.						X
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X

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(NAME Filled In)

26. CAN THINK ON HIS FEET.										X
27. COMES UP WITH SOLUTIONS TO PROBLEMS.										X
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".										X
29. TOUGH MINDED.										X
30. OBSERVANT.										X
31. CAPABLE.										X
32. CLEAR THINKING.										X
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.										X
34. EVALUATES SELF REALISTICALLY.										X
35. WELL INFORMED ABOUT CURRENT EVENTS.										X
36. DELIBERATE.										X
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.										X
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.										X
39. THOUGHTFUL OF OTHERS.										X
40. WORKS WELL UNDER PRESSURE.										X
41. DISPLAYS JUDGEMENT.										X
42. GIVES CREDIT WHERE CREDIT IS DUE.										X
43. HAS DRIVE.										X
44. IS SECURITY CONSCIOUS.										X
45. VERSATILE.										X
46. HIS CRITICISM IS CONSTRUCTIVE.										X
47. ABLE TO INFLUENCE OTHERS.										X
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.										X
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.										X
50. A GOOD SUPERVISOR.										X

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Capable operations officer with broad understanding of Soviet problems.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

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(When filled in)

C. INDICATE IF YOU THINK THAT ANY SING

STRENGTH OR WEAKNESS OUTREACHES ALL OTHERS

INDICATIONS

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHEN? 11 07 AM '55

MAIL ROOM

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person)

SECTION VI

- Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,D.*
- A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.
- 1. DOES NOT PERFORM DUTIES ADQUATELY; HE IS INCOMPETENT.
 - 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
 - 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
 - 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
 - 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
 - 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.
- IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?
- B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.
- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
 - 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
 - 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
 - 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
 - 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
 - 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.
- C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.
- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY.. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
 - 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION.. IRKED BY RESTRICTIONS.. REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
 - 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. DOUBTED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
 - 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFERENT.. HAS "WAIT AND SEE" ATTITUDE.. WOULD LEAVE, IF SOMEONE OFFERED HIM SOMETHING BETTER.
 - 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION.. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION.. THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
 - 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION.. BARKING AT UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
 - 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION.. WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.
- D. DIRECTIONS: Consider everything you know about this person in making your rating: Skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.
- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
 - 2. OF DOUBTFUL SUITABILITY.. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
 - 3. A BARELY ACCEPTABLE EMPLOYEE.. DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
 - 4. A TYPICAL EMPLOYEE.. HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
 - 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
 - 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
 - 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

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(Open-Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. CHASSAIN GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
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FITNESS REPORT (Part I). PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any questions. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. C 95 AS IN

GENERAL

1. NAME (Last) [REDACTED] (Middle) [REDACTED]	2. DATE OF BIRTH: 20 Jan 1924	3. SEX: M	4. SERVICE DESIGNATION: DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: Japan Station (RECORDED)		6. OFFICIAL POSITION TITLE: Area Operations Officer	
7. GRADE: GS-14	8. DATE REPORT DUE IN OP:	9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one): ANNUAL		REASSESSMENT-SUPERVISOR REASSESSMENT-EMPLOYEE	

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT [] HAS [] NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOTE:

4. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
---	--	--

X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
---	--	---

X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
---	--	--

D. TIME DATE: 15 November 1956	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: Edward Marelius	D. SUPERVISOR'S OFFICIAL TITLE: Chief, Soviet Branch
--------------------------------	---	--

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

EVP	DATE
	19 JAN 1957
Posted Pcs. 51	
Reviewed: [Signature] 1-22-57	

[] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE: 21 November 1956	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: W. Lloyd George	C. OFFICIAL TITLE OF REVIEWING OFFICIAL: Sheriff of Corrections
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SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- | | |
|---|---|
| 6 | 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |
|---|---|

COMMENTS:

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(This Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important **SPECIFIC** duties performed during this rating period.
- b. Place the most important first. Do not include minor or unimportant duties.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
- | | |
|-----------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS |
| WRITING TECHNICAL REPORTS | MANAGES FILES |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO |
| TYPING | COORDINATES WITH OTHER OFFICES |
| TAKING DICTATION | WRITES RECOMMENDATIONS |
| SUPERVISING | PREPARES CORRESPONDENCE |
- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation; in the case of a radio operator.

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER
Deputy to Branch Chief	5	Supervising	4
SPECIFIC DUTY NO. 2			
Conducts Foreign Liaison	6	Prepares correspondence and reports	6
SPECIFIC DUTY NO. 3			
Prepares and manages projects	4	Handles admin routine	4

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has really superb natural equipment for work in this Organization in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

- | | |
|--|--|
| 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED | |
| 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW | |
| 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION | |
| 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION | |
| 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS | |
| 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION | |
| 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION | |

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY: Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.

SECRET

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER SUPERVISION		OFFICE OF PERSONNEL																																																																					
Six																																																																							
4. COMMENTS CONCERNING POTENTIAL.																																																																							
<p>Subject has a high all-around potential. With respect to 134137 below, he tends to support subordinates from his own energy rather than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.</p>																																																																							
MAIL ROOM																																																																							
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2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS																																																																							
<p>All normal. No limiting factors.</p>																																																																							
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SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. C 95051N		GENERAL	
1. NAME (Last) (First) (Middle)	(Middle)	2. DATE OF BIRTH	3. SEE
		20 June 1921	II
4. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		5. OFFICIAL POSITION TITLE	
Tokyo Station R&D COO		Area Operations Officer	
6. GRADE	7. DATE REPORT DUE IN OP	8. PERIOD COVERED BY THIS REPORT (Exclusive Dates)	
CS-14		1 October 1956 to 30 September 1957	
10. TYPE OF REPORT (Check one)	ANNUAL	REASSESSMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSESSMENT-EMPLOYEE	

SECTION F. CERTIFICATION			
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED			
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR / SUPERVISOR'S OFFICIAL TITLE		
23 Oct 1957	Lloyd George <i>[Signature]</i> CCS, Tokyo		
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED THE OFFICIALS OPINION IN ATTACHED MEMO.			
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL	
16 Oct 1957	<i>Eduard W. Mueller</i>	Chief SOV Branch Japan Station	

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
<p>7</p> <ul style="list-style-type: none"> 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES 5 - WILL PROBABLY ADJUST QUICKER TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES 	
RATING NUMBER	

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.	
ACTUAL	POTENTIAL

DESCRIPTION	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
RATING NUMBER	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL
2	1. A GROUP DOING THE BASIC JOB (Force Drivers, Stenographers, Technicians or professional specialists of various kinds) where contact with immediate superordinates is frequent (First line supervisor)
3	2. A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line) supervisory
3	3. A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAINTAINING ORGANIZATION AND POLICY (Executive level)
3	OTHER (Specify) <i>1/1/7</i>

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

15

4. COMMENTS CONCERNING POTENTIAL

Subject is well suited for this business and the business ^{OCF 20} ~~is not~~ ^{should} ~~50 PH 37~~ progress steadily to positions of great responsibility.

MAIL ROOM

SECTION H.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Normal refresher &/o preparatory training as required.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

No limiting factors or personal circumstances known to the rater

SECTION I.

DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

- | | |
|-----------------|--|
| CATEGORY NUMBER | 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE |
| | 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE |
| | 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE |
| | 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE |
| | 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE |

APPLIES

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	13. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
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SECRET

(When Filled In)

H. P. V. 10.

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A. of Section A below.

SECTION A.

CHASIN

GENERAL

1. NAME	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[Redacted]		20 Jan. 1924	M	PI
5. OFFICE/DIVISION/BRANCH OR ASSIGNMENT		6. OFFICIAL POSITION TITLE		
Tokyo Station R&D COD		Area Operations Officer		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-14		1 October 1956 to 20 September 1957		
10. TYPE OF REPORT (Check one)	INITIAL	X REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)	
	ANNUAL	REASSIGNMENT-EMPLOYEE		

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT WAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN EXPLAIN WHY
NOT: Completed at Headquarters; subject not available (Copy sent to field).

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "P" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
16 Oct 1957 Edward MacLean, Chief SOV Branch Japan Station

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

DATE
21 NOV 1957

Posted Rec. C-1
Reviewed by ROD 09/11/17

 CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 23 Oct 1957	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Lloyd George	C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS, Tokyo
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SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- | | |
|---|---|
| 6 | <ul style="list-style-type: none"> 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |
|---|---|

COMMENTS:

SECRET
(Informational)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		11. FILE OF PERSONNEL																	
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC duties performed <u>SUMMER 1968</u> rating period. b. Place the most important first. Do not include minor or unimportant duties. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGERS FILES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> </tr> </table> g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	GIVING LECTURES	DEVELOPS NEW PROGRAMS	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	WRITING TECHNICAL REPORTS	MANAGERS FILES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	TYPING	COORDINATES WITH OTHER OFFICES	TAKING DICTATION	WRITES REGULATIONS	SUPERVISING	PREPARES CORRESPONDENCE
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TYPING	COORDINATES WITH OTHER OFFICES																		
TAKING DICTATION	WRITES REGULATIONS																		
SUPERVISING	PREPARES CORRESPONDENCE																		
DESCRIPTIVE RATING NUMBER: 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB.		6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY																	
SPECIFIC DUTY NO. 1 Deputy to Branch Chief		RATING NUMBER	SPECIFIC DUTY NO. 4 Supervising	RATING NUMBER															
SPECIFIC DUTY NO. 2 Conducts Foreign Liaison		RATING NUMBER	SPECIFIC DUTY NO. 5 Prepares correspondence and reports and handles administrative routine	RATING NUMBER															
SPECIFIC DUTY NO. 3 Prepares and Manages Projects		RATING NUMBER	SPECIFIC DUTY NO. 6 Develops and handles Agents	RATING NUMBER															
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																			
DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. Subject has excellent natural equipment for employment in this organization in terms of his intelligence and natural aptitudes. Additionally, he brings a great deal of area knowledge and language ability to his present assignment. During the period covered by this report he has displayed great industry and devotion to duty in a variety of circumstances and achieved notable results in production and in the creation of both short and long-term assets for his unit. On the debit side I would say that he is somewhat too businesslike in many personal situations to the point of being almost humourless. This, however, is a quality which he does not permit to intrude upon the necessities of his operational work although it often shows in office relationships.																			
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																			
DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.																			
1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION																			
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:																			

SECRET

(When Filled In)

(Date)

FITN. 3 REPORT (Part II) POTEN. L

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CO no later than 30 days after the due date indicated in item 8 of Section "2" below.

SECTION E.

EASA 514

GENERAL

1. NAME (Last) <i>EASA 514</i>	(First) <i>John</i>	(Middle) <i>J</i>	3. DATE OF BIRTH 20 Jan 1924	5. SEX M	4. SERVICE DESIGNATION DI
6. OFFICE/DIVISION/BRANCH OF ASSIGNMENT FE, TOKYO, JAPAN		6. OFFICIAL POSITION TITLE Area Ops Officer			
7. GRADE CS-1b	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1957 - 9 April 1958			
10. TYPE OF REPORT (Check one)	ANNUAL	11. PRACTICAL REASSESSMENT-SUPERVISOR	12. ANNUAL REASSESSMENT-EMPLOYEE	13. SPECIAL (Specify) <input checked="" type="checkbox"/> Promotion	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 27 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR William E. Nelson	C. SUPERVISOR'S OFFICIAL TITLE
-----------------------------	---	--------------------------------

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 27 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL John E. Baker	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
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SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

- 1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
- 3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
- 4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
- 5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
- 6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
- 7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

5

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Does this person have the ability to be a supervisor? Yes No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "Actual" column. If based on opinion of his potential, note the rating in the "potential" column.

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisor)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISED, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	OTHER (Specify)	

St. L. A.
Schenk Pfeiffer 722

3. INDICATE THE APPROXIMATE NUMBER OF TIMES THE RATED EMPLOYEE WAS SEEN UNDER		SUPERVISION	
10 times			
4. COMMENTS CONCERNING POTENTIAL			
<p>His potential for advancement is excellent. He has the right blend of operational know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.</p>			
MAY 1964			
SECTION NO. FUTURE PLANS			
5. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL			
<p>Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.</p>			
6. OTHER FACTORS			
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENT			
<p>None</p>			
SECTION I. DESCRIPTION OF INDIVIDUAL			
<p>DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.</p>			
<p>X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p>			
<p>CATEGORY NUMBER 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 - APPLIES TO INDIVIDUAL TO AN ABOVE-AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>			
CATEGORY	STATEMENT	CATEGORY	STATEMENT
1	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED	4	12. SHOWS ORIGINALITY
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY WITH FEELING
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION
1	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETED ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS
			21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
			22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
			23. IS THOUGHTFUL OF OTHERS
			24. WORKS WELL UNDER PRESSURE
			25. DISPLAYS JUDGEMENT
			26. IS SECURITY CONSCIOUS
			27. IS VERBALLY & PHYSICALLY VERSATILE
			28. HIS CRITICISM IS CONSTRUCTIVE
			29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
			30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET
(When Filled In)

SR 8.

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A.				OASIS IN	GENERAL	
1. NAME	(Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
				20 Jan 1924	M	DI

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE
FE, TOKYO, JAPAN		Area Bus Officer

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-14		1 October 1957 - 9 April 1958		

10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	X Promotion

SECTION B.				CERTIFICATION
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1. FOR THE RATER: THIS REPORT HAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY
NOTE:

A. CHECK (X) APPROPRIATE STATEMENTS:		
<input checked="" type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "D" IN CT OR D, A WARNING CERTIFICATE WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

11. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR		D. SUPERVISOR'S OFFICIAL TITLE
27 May 1958	William E. Nelson		

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Post Control	14 JUL 1958
Reviewed by POC	POC 7/24/58

THIS REPORT HAS BEEN PREPARED UNDERR CRITERIA
ESPECIALLY AT THIS STATION AND IN CONFORMANCE
WITH THE STANDING IN ORDER TO MAKE FITNESS
REPORTS AS REALISTIC AND HONEST AS POSSIBLE

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 27 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL John E. Baker	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
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SECTION C.		
JOB PERFORMANCE EVALUATION		

1. RATING ON GENERAL PERFORMANCE OF DUTIES		
--	--	--

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- | | |
|-----|---|
| 5/6 | 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |
|-----|---|

COMMENTS:

1. *SECRET*
Form Filled In

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	MAINTAINS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
BRIEFING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS		
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY			
	3 - PERFORMS THIS DUTY ACCEPTABLY			
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER			
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY		
SPECIFIC DUTY NO. 1	'As branch chief directs and plans operations of denied area branch.'	RATING NUMBER 5/5	SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies	RATING NUMBER 6
SPECIFIC DUTY NO. 2	'Conducts operational liaison with local security services.'	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3	'Develops and handles agents'	RATING NUMBER 6	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject is an exceedingly well-equipped operations officer. He is natural, intelligent, has a thorough background in operations in his area and the ability to grow in his job. His operational planning and execution is usually impeccable. He has the loyalty of his subordinates and the respect of his equals and superiors. He is particularly effective in dealing in the liaison field where his good sense and disinterest in "fighting the problem" produces a maximum of cooperation and good will. If he has any minor fault as a supervisor, it is not in impatience with his subordinates, as reflected in previous evaluations, but in an occasional unwillingness to say no to them.

SECTION D.

SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

- | |
|---|
| 6 |
|---|
- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
 - 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
 - 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
 - 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
 - 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
 - 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
 - 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? YES NO. IF YES, EXPLAIN FULLY:*SECRET*

SECRET
(When Filled In)29 Jan 59
0/16/59

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				1234567890	
SECTION A					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE
C. DODDIN		20 January 1924		M	GS-11
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR. OF ASSIGNMENT	
C. DODDIN		Case Officer		SR, Tokyo, Japan	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DENIED	ANNUAL	REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)	
31 May 1959		From 10 Apr 59 - 31 Mar 59			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.
Supervises and directs operational branch of some <input type="text"/> persons		5	Case officer		6
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.
Conducts operational liaison with local intelligence and security services.		6			
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.
Conducts liaison with U.S. military and civilian intelligence services.		6			
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 					
RATING NO. 5					
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS			NOT APPLI-CABLE	NOT OR-SERVED	RATING
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER (Specify):					
SEE SECTION "E" ON REVERSE SIDE					

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made by employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

60122 6428417-19 AH 50

Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position.

SECTION F**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
27 April 1959	signed on transmittal	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
7 to 22		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1959	DC Tokyo Station	William Nelson signed on transmittal
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1959	C/Tokyo Station	John E. Baker signed on transmittal

SECRET

SECRET
(When Filled In)

2305

GSPD

EMPLOYEE SERIAL NUMBER

FITNESS REPORT

SECTION A			GENERAL																																																																																																																						
1. NAME	(First)	(Middle)	2. DATE OF BIRTH	3. SEX																																																																																																																					
			20 Jan 1924	M																																																																																																																					
4. GRADE	GS-12																																																																																																																								
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT FE/Tokyo Sta/SR																																																																																																																							
DI																																																																																																																									
8. CAREER STAFF STATUS			9. TYPE OF REPORT																																																																																																																						
NOT ELIGIBLE PENDING	MEMBER DECLINED	DEFERRED DENIED	INITIAL ANNUAL SPECIAL (Specify) 1 Apr 59-31 Mar 60	REASSIGNMENT/SUPERVISOR REASSIGNMENT/EMPLOYEE																																																																																																																					
10. DATE REPORT DUE IN O.P.																																																																																																																									
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SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES																																																																																																																									
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SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4																																																																																																																						
Chief, Soviet Branch, responsible for activities of [] staff and [] contract employees		6	Case officer																																																																																																																						
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5																																																																																																																						
Responsible for station SR planning, budgeting, and operating activities		6	[]																																																																																																																						
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6																																																																																																																						
Representing the station at varied levels in all SR matters		6																																																																																																																							
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION																																																																																																																									
<p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p>																																																																																																																									
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SEE SECTION "E" ON REVERSE SIDE

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made by employee for improvement of his work. Give recommendations for his promotion, if appropriate, his potential for job, future and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION B, C, and D to provide the best basis for determining future personnel actions.

In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty. He can be expected to continue his dynamic and imaginative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the promotion for which he has been recommended. As for training, a good managerial course might help to bring into even sharper focus his many talents.

This report has been prepared in accordance with F E Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F**CERTIFICATION AND COMMENTS****BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE
23 June 1960

SIGNATURE OF EMPLOYEE
[Signature]/s/ on transmittal

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
---	---------------------------------

OTHER (Specify):

DATE 23 June 1960	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE John Brindle(P) signed on transmittal
----------------------	------------------------------	---

BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL CJS, Tokyo	TYPED OR PRINTED NAME AND SIGNATURE John Baker/s/ on transmittal
------	--	---

SECRET

SECRET

(When Filled In)

Recorded by
CSDP

<i>1961</i>				Casarini FITNESS REPORT		EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL			
1. NAME		2. DATE OF BIRTH		3. SEX	4. GRADE		
John Casarini (Middle)		20 January 1924		M	GS-14		
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
D		Branch Chief		OC/3R/6			
8. CAREER STAFF STATUS			9. TYPE OF REPORT				
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR			
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)			
PRO		July 1960-October 61					
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding	
SPECIFIC DUTY NO. 1 Supervises large functional branch of staff and contract personnel.			RATING NO.	SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.			RATING NO.
5				6			
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.			RATING NO.	SPECIFIC DUTY NO. 5 Prepares and presents briefings.			RATING NO.
5				6			
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.			RATING NO.	SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their resettlement.			RATING NO.
5				5			
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION resettlement.							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 							
RATING NO. 5							
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.							
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree			
CHARACTERISTICS				NOT APPLI-CABLE	NOT OBSERVED	RATING	
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Analyze or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

441 '61

MAIL ROOM

Mr. ██████████ has a good knowledge of Soviet matters and generally is very well informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic.

Mr. ██████████ supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well.

SECTION F CERTIFICATION AND COMMENTS**BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE

9 November 1961

SIGNATURE OF EMPLOYEE

B7

2. BY SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

Twelve

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

9 November 1961

SR/Chief of Plans and Operations

John M. Maury

3. BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE21 NOV
1961

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

Chief, SR Division

John M. Maury

SECRET

SECRET

1962
MAY 6104

6 August 1962

CASASIN

Memorandum in Lieu of Fitness Report

Subject: [REDACTED]

CASASIN My last statements concerning the performance of [REDACTED] should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.



Quentin C. Johnson
QUENTIN C. JOHNSON
Chief of Operations and Plans
SR Division

CONCUR:

Howard J. Osborn
HOWARD J. OSBORN
Chief, SR Division

610-1
Casanin

6 August 1962

Memorandum in Lieu of Fitness Report

Subject:

My last statements concerning the performance of [redacted] should be extended to cover the remainder of his service as Chief of SR/3. He departed headquarters for a field assignment 31 July 1962.

Arthur C. Johnson
ARTHUR C. JOHNSON
Chief of Operations and Plans
... Division

CONCUR:

JOHN J. O'BRIEN
John J. O'Brien
Chief, SR Division